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CIO Council Meeting Minutes
– May 30, 2002 –

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The May meeting was held at the Grimes building north conference room.

1. ***Welcome and Introductions*** – Leon Schwartz welcomed everyone to the meeting and asked everyone to introduce themselves.

2. ***ICN Update*** –Dave Lingren reported on internet outage issues. During the May 17th MW for routers a gateway protocol problem was discovered. One router did not come up. Memorial day MW they discovered new control module problem and had to rebuild manually. A new MW notice is coming June 1st.

   Phil Groner reminded everyone that video rates go up July 1st. Administration rates will increase to $14.75 per hour and other training rates will increase to $8.10 per hour.

   Phil reminded everyone to check the website, and gave handouts on Conference call rates. There was a memo sent out on Wireless RFP on May 30th. Those who have not yet submitted an inventory should do so now.

3. ***ITD Update*** – Debbie O'Leary reported that she has spoken to Gerry Wethington CIO of Missouri. He may come to Iowa on June 28th to review NASCIO architecture tool kit and work on criminal justice integration. Thinking of starting early and going to mid afternoon with architecture tool kit discussion. DPS has some funding for needs analysis of criminal justice integration.

   Gartner sends "Talking Tech" Cd's to ITD, Debbie brought to share.

   Debbie also discussed the mainframe capacity planning survey sent this week which is to be returned by June 28th.

   Jim Day received an email on the Microsoft Enterprise agreement. The deadline has been extended to Friday June 7th by Microsoft to make a decision. Consultant may share strategies being used in other states.

   Leon Schwartz reported that ITD says an electronic forms management product standard is coming.   We need a Jet Forms, Accellio and Adobe standards subcommittee. Dan Combs says you can still use HTML/ASP for data gathering and development. If it makes sense to use a forms tool, then use this one. Leon will get a draft, forward it and ask the group if a subcommittee is needed. Debbie says the subcommittee process can still go forward during the agency review period. Questions from Joann Naples on how product will change with Adobe manager. Rich Jacobs would like everyone to keep in mind the "when", when writing standards as well as the "what".

   It was asked if everyone got a revised security policy from Kip Peters. Erwin Erickson said that Kip is still making minor changes.

   Rich Varn said they are working on issuing smart card style security cards for state employees that could be used for door readers, parking lots, and logging into networks. Kip Peters is putting a committee together to discuss security issues. This endeavor was not funded by the legislature,

Charter update – Debbie O'Leary said attendance was good at the presentation on Tuesday. Six hundred and seventy four Functional requirements were taken into consideration. June 4th from 1:00 – 4:00 pm there will be a meeting at Grimes building, discussing services in more detail and technical questions.

ITD will respond to customer requirements and asked for comments by June 6th, if things are missing or not making sense? June 11th initial pricing information issued. But they will be firmer when volume is known for economy of scale. This will include preferred measures and drafts SLA June 11th – June 28th. The DAS Customer Council was discussed. How will agencies be able to vote on price and services? Beginning discussions with DHS on transition issues. Structure came about through discussions with David Osborne.

Rich Jacobs says we will need to be deciding on a governance structure that will be first used in the IT world, and then it may apply to other agencies in the future. The high level concept is consumers will drive what services look like.

Debbie stated that many resource groups would be completed by June 11th. Transition teams are ongoing. The SLA group will be meeting for the second time next week. Billing groups met and had a number of issues and will be ongoing. Lorrie Tritch reported the Skills group is reviewing list of skills needed based on services. How to document and track while meeting federal mandates to prevent problems, parameters need to be established. The Pricing group is rescheduling, consultants putting pricing model together before group meets. Consultants were asked to get input on prices from three other services than their own as benchmark. Building blocks will identify components of price calculation.

Server inventory meeting scheduled for Monday June 3rd in the morning.

4. *Portal issue planning* – Dan Combs gave handouts from InfoWorld. Vendors offering integration and sharing services, and a power point presentation was given. Here is the link if you wish to take a look http://165.206.47.147/CIOResearch/.

5. *Other issues*– A group of ten CIO's had lunch with Rich Varn in May. The next lunch with Rich will be August 12th. Please contact Leon if you would like to attend.

Attendees of the 5/30/02 CIO Council Meeting

CIO Council Members Present

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Others Present

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